

# A GUIDE TO BUILDING PERMITS

## Development Services Division

12007 Harris Road  
Pitt Meadows, BC V3Y 2B5

Ph: 604-465-2428  
Fax: 604-465-2404

Hrs: 8:30-4:30 (Mon-Fri)

[www.pittmeadows.ca](http://www.pittmeadows.ca)



*This guide is not a bylaw. It is a guide prepared to assist you in understanding the process for obtaining a building permit in the City of Pitt Meadows. For details and legal documents, you must consult relevant bylaws and provincial legislation.*

### Introduction

This information handout provides a general overview of the minimum requirements for building permits and should be used in conjunction with the current British Columbia Building Code (Building Code) and applicable municipal regulations such as the Building Bylaw No. 2131 and the Zoning Bylaw 2505, 2011.

### When Do I Need a Building Permit?

A building permit IS required in order to:

- build any kind of structure larger than 10 m<sup>2</sup> (100 sq ft);
- make alterations, renovations and repairs to existing buildings or structures;
- construct a swimming pool;
- finish a previously unfinished area (i.e. basement);
- enclose a carport to create a garage or living space;
- demolish a building, all or portion of it;
- move any building, structure or mobile home;
- place a manufactured or factory built building on any land;
- install a new wood stove or chimney;
- repair a building damaged by fire, flood, earthquake or other causes;
- construct a retaining wall which retains more than 1.5 m of fill; and
- change a use or occupancy of a building.

A building permit IS **NOT** required for non-structural, minor modifications such as cabinets, painting, siding, re-roofing, landscaping, and sidewalks. Although the above work does not require permits, homeowners should ensure that the construction conforms to the requirements of the Building Code and applicable City of Pitt Meadows bylaws.

## What do I Need to Know Before I Submit an Application?

No matter how big or small a project is the property owner should consider the following when planning a project:

**Zoning of Property** – determine the existing zone of the property to ensure the intended use is permitted. Also, confirm that the project is within the required setbacks and lot coverage. Please refer to the Zoning Bylaw 2505, 2011 for these regulations. Contact Planning staff for assistance.

**Location of Services** – determine the location and depth of services (i.e. water, storm, and sanitary sewer). Locations of these services may be found online under Online Services – Meadows Mapview. Contact Engineering staff for assistance.

**Registered Legal Documents** – determine if there are any covenants, easements or right-of-ways registered on title for your property. Some of these are available online in Mapview. For a complete list of documents registered on your property, request a title search at the Land Titles Office.

### Problems that can occur may involve:

**Third Party Approval** – a building scheme registered on title of your property may require the approval of your proposed design by a third party such as a Strata Council.

**Registered Covenants** – a covenant registered on title may stipulate certain design guidelines or construction requirements or even restrict a use.

**Siting of Building/Structure** – the proposed siting of a building may conflict with the required zoning setbacks or with a registered easement / right-of-way.

**Floodplain** – your property may be located within a designated floodplain and may affect the design of the building.

## Types of Buildings

**Complex Buildings** – are any buildings used for assembly, care, detention or high hazard industrial occupancy, and buildings that are greater than 600 m<sup>2</sup> in area or taller than three storeys.

**Standard Buildings** – are buildings 600 m<sup>2</sup> or less in area and three storeys or less, and are not used for assembly, care, detention, or high hazard industrial occupancy.

## Application Requirements

The following requirements are for both Complex and Standard Buildings unless otherwise noted.

- ☐ Completed **application form** signed by the property owner;
- ☐ Application **fee**
- ☐ Signed copy of the ***Owner's Acknowledgement of Responsibility form\****;
- ☐ Signed copy of the ***Owner's Acknowledgement of Professional Design and Review form\**** (complex buildings only);
- ☐ **Certificate(s) of Title** within thirty (30) days of application;
- ☐ Three (3) **sets of plans** drawn to scale (see sample drawings attached) that illustrate the following:
  - Site Plan
  - Elevations
  - Foundation/Basement Plan
  - Floor Plans
  - Cross Sections
- ☐ Copies of **approvals** relating to health or safety where applicable (i.e. sewage disposal compliance with Fraser Health Authority, highway access permits, Strata Council approvals, etc.); and
- ☐ **Letters of Assurance** from the Building Code signed by the registered professional(s)

*\* Forms available online within the Schedules of the Building Bylaw No. 2131.*

### Items that may be required depending on the application are the following:

- ☐ **Registration form** from the Homeowner Protection Office (HPO) for new houses.
- ☐ **Site servicing drawings** that detail off-site services at the property line and are prepared and sealed by a registered professional;
- ☐ A **site section** showing grades, buildings, parking areas and driveways;
- ☐ **Geotechnical Report** prepared by a professional engineer. Please refer to the *Geotechnical Report Guidelines Policy* for details
- ☐ **Additional information** may be required to establish compliance with the Building Code and municipal bylaws.
- ☐ **Good Neighbour Agreement**

## Timing

It is recommended that you apply for a building permit a minimum of 6 to 8 weeks before the start of the project. You will be contacted immediately when your permit is ready.

## Permit Expiration and Termination

Every permit is issued upon the condition that the permit shall expire and the rights of the owner under the permit shall terminate if:

- The work authorized by the permit is not commenced within six (6) months from the date of the permit issuance;
- The work is discontinued for a period of twelve (12) months.

## Plumbing & Fire Sprinkler Permits

When a building permit is issued for any construction work separate plumbing or fire sprinkler permits are not required.

## Where do I get Electrical & Gas Permits?

For electrical and gas permits and inspections, please contact the Technical Safety BC at 1-866-566-SAFE (7233).

## Inspections

Essential inspections are required before concealing or burying any building component. Typical times for inspections are prior to:

- Placing concrete for foundations (completion of concrete framework for footings);
- Backfilling any foundation or services;
- Concealing any framing, plumbing, vapour barrier; and
- Occupying any building.

All work being inspected must be complete and ready prior to inspection. Work must not proceed past any of the stages listed above without prior clearance. Inspections may be requested during normal working hours by calling **604-460-6716**. Please leave a message clearly indicating the address of job site and required inspection. Inspections will not be scheduled unless formally requested by the owner or his/her agent with at

The street address must be posted on the lot.  
Approved plans must remain on site.

least one full working day in advance.

## When is a Building Permit Considered Complete?

A building permit is complete when all aspects of the plan submitted for the permit have been completed. In the case of a new building, an Occupancy Permit will be issued when all inspections are satisfactorily complete, and once all survey certificates, engineer reports (if applicable) and list of sub-trades (for business license compliance) are submitted.

## Application Fees *(subject to change)*

Type	Fee
Minimum Building Permit Fee	\$50.00
Commercial, Industrial, Institutional	1.0% of construction value
Residential (including garages, carports, patios)	1.0 % of construction value
Farm Buildings	0.7% of construction value
Mobile/Modular Home	
Single-wide	\$100.00
Double-wide	\$200.00
New Wood Burning Appliance	\$100.00
Move a Building	\$100.00
Change of Occupancy	\$100.00 + 0.7% of construction value
Multiple or Off-Hour Inspections	\$100.00
<b>*all plumbing &amp; fire sprinkler work is included in permit fee</b>	

## Contact Information

### Building Inspectors

Chantal Gemperle 604-465-2460  
Luke Burton 604-465-2430  
Inspection Line 604-460-6716

### Development Services

Ph: 604-465-2428 Fax: 604-465-2404

### Homeowner Protection Office [www.hpo.bc.ca](http://www.hpo.bc.ca)

Toll Free 1-800-407-7757  
Switchboard 604-646-7050

### Technical Safety BC

Toll Free 1-866-566-SAFE (7233)  
[www.technicalsaftybc.ca](http://www.technicalsaftybc.ca)

### Land Titles Office

New Westminster office [www.ltsa.ca](http://www.ltsa.ca) 604-660-2595

### Fraser Health Authority

Maple Ridge office 604-476-7000

## Sample Drawings

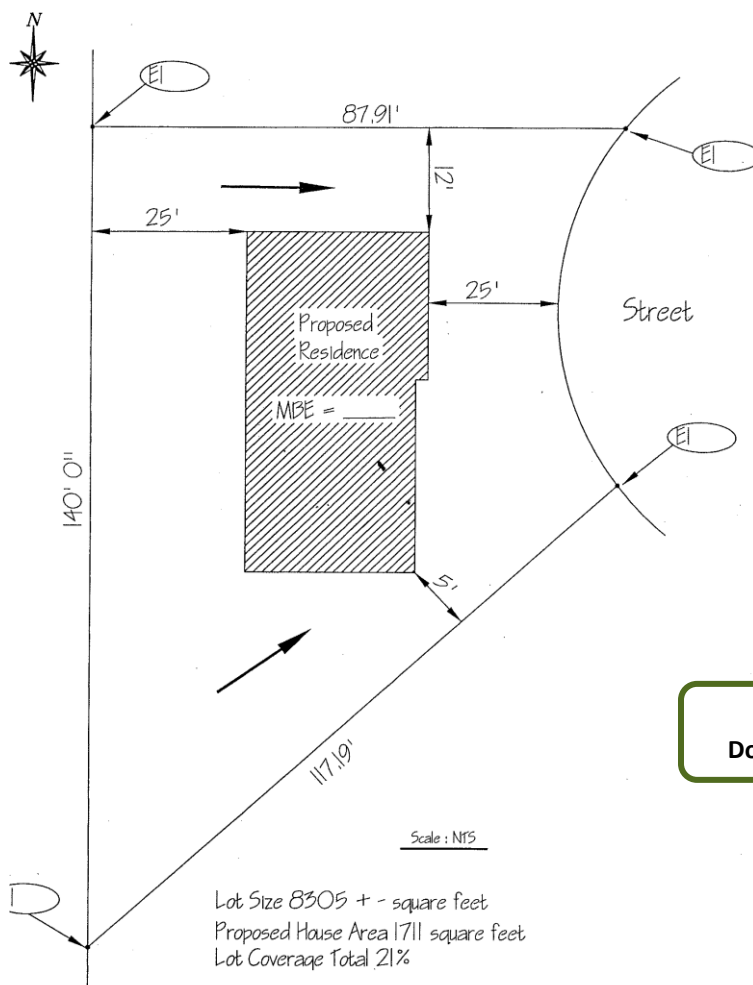
The following information is required for each of the drawings.

### SITE PLAN

(scale 1:100 or 1/8" = 1'-0")

- ☐ Direction (north arrow, street names);
- ☐ The bearing and dimensions of the parcel;
- ☐ The legal description and civic address of the parcel;
- ☐ Location and dimensions of all existing and proposed buildings and structures on the parcel;
- ☐ Distance of all building setbacks measured perpendicular to the property lines;
- ☐ Distance between principle building and accessory buildings and structures;
- ☐ Location and dimensions of all statutory right-of-ways, easements and setback requirements;
- ☐ Setbacks to the natural boundary of any lake, swamp, pond or watercourse where the City of Pitt Meadows' land use regulations establish setback requirements related to flooding;
- ☐ SPEA (where applicable): and
- ☐ Site statistics such as lot area, lot coverage, gross floor area).

\*Lot Grading must be shown on the Site plan



**This sample plan is for reference only!  
Do not copy the numbers on your application.**

